

OFFICE OF TRAINING  
PLANS AND DEVELOPMENT STAFF

DEVELOPMENT OF TRAINING PROFILES

3 April 1974

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SUBJECT: Training Policy and Guidelines for Developing Training Profiles

### I. Definition

The purpose of training is usually to supplement an individual's need for a specific work assignment. But, it <sup>can</sup> <sup>be</sup> ~~is~~ also used as an aid to long-range career development. Job assignments and on-the-job orientations normally bring an employee to "expected competency" at various stages in his career. Training at times becomes a part of this career development plan or pattern. It is not a cumulative record of past training activities but a plan for future training at certain times in a career. This overall plan for career development training inputs we define as a Training Profile.

### II. Policy

The Office of Training will assist command channels in their development of Training Profiles.

### III. Concept

These patterns, tracks, et. al., of recommended courses become the basis for the Offices' Training Profiles. Different boards have concerned themselves with training as an integral part of career development but never on an aggregate or very comprehensive scale. Now with the enlargement of the Personnel Development Plan to include training activities, it seems not only appropriate but of increasing importance to develop clearly defined Training Profiles. Some offices have used Training Profiles for many years as a part of their career development programs. It would be of value to utilize this experience and to collect all Training Profiles in one place

for the benefit of all. The guidelines listed below we think will aid in your career development plans and, hopefully, give us a reasonably uniform approach to training as a part of career development.

IV. Responsibility

A. Our plan is to use the Office of Training as a central repository for Training Profiles. This responsibility will include procedures for a continuous updating and maintenance of a "Training Profiles" catalog.

B. The Office of Training will continue to maintain its "recommended course" catalog for all training requirements.

C. The Agency Training Record (ATR) should reflect the "reasons" for individual enrollment in a training program. Enrollment may be for a number of reasons from a specific job requirement to long-range career development as an Intelligence Officer. The responsibility of determining the reasons rest with the office sponsoring the training.

D. Reports will be prepared by the Office of Training for senior officials and for command channels upon request. These would of course vary depending upon the nature of the request. All would be based upon training activities as reflected in the ATR. As the Office of Personnel develops their APP and PDP, it is our desire to include information which will be compatible with their reporting system.

V. Guidelines

It is easy enough to define a Training Profile as an integral part of a career development plan. Such a plan, ideally, would provide systematic, timely and appropriate training opportunities. However, it is not easy to design a meaningful profile. Of primary importance is the need to consider the dynamics of a given office. A profiles relevance may be in proportion to command channel involvement.

It seems to me that our first attempts should be modest and stress their appropriateness to long-range career development. In time, Training Profiles can be developed into a useful management aid; ensuring that our training efforts are targeted at development of our personnel generally.

Each office must approach career development and training requirements from its own particular needs. The following guidelines may be of help to you and give us a reasonably uniform approach towards Training Profiles.

A. Functional Groupings

Decide on a limited number of functional groupings within each office. Use "a reasonable hope of logical progression forward" as a rule in deciding the parameters of the grouping. For example, the Office of Personnel has a number of particular categories of clerical employees: Records Clerk,

Correspondence Clerk/Typist, Clerk/Typist, Clerk/Steno, Secretary/Steno, Personnel Clerk, Transaction and Records Assistant. All of these fall in the GS 3-6 range. In the professional ranks are: Insurance Claims Officer, Recruitment Officer, Contract Officer, Personnel Research Officer, Incentive Awards Officer, Position Management Officer, Employee Relations Officer and Personnel Officer. Their grades range from GS 10-15. This latter group has supportive assistants who fall in the grade range of GS 6-9. It may be that the Office of Personnel would divide their employees into five functional groupings for this exercise:

1. Personnel Clerks
2. Personnel Assistants
3. Personnel Technicians
4. Personnel Officers
5. Senior Personnel Officers

B. Restricted Occupational Categories

Eliminate from any functional grouping types of employees who are restricted to a particular job or with a limited job progression. For example, the Office of Training has Language Instructors. These employees were recruited for language teaching and will continue in this limited discipline. This identification should not restrict them from training programs. But only eliminate them from this particular career development activity.

Eliminate also employees who work for independent activities within a career service. Some examples are: the Credit Union, Domestic Fire Houses, Visual Aid and Audio Equipment Branches. In general, this would eliminate the specialist and deal with the generalist. In time, personnel plans may be enlarged to include all permanent employees.

C. Time Frame

Review employee training requirements at scheduled times. This will help reinforce long-range development planning. It seems that "time milestones" are more critical to the initial development of Training Profiles than grades, promotions, change in duties and reassignments. These are refinements for a later input. The following milestones will vary in importance with each office but should apply to all.

1. Initial Phase

All new employees should receive some type of orientation to their work environment.

2. Adjustment Phase

This review would give both the employee and management a chance to confirm or redirect his career. A time to take stock after a substantial investment in the Agency. For example, this could be after two tours of duty or five years for a case officer or as little as three years for an economic analyst. Five years should be the latest point for this review. You would probably include your first really expensive or extended training programs (language excepted) at this point.

3. Middle Phase

Again a point of reevaluation after 10-15 years. As with the Initial Phase, all employees should receive some type of orientation or updating on the Agency. General courses fitting many functional groupings would be appropriate such as the Midcareer course. Management courses especially would ensure cross directorate and office contacts.

4. Sabbatical Phase

After 15-20 years there is a need for a break or recharging time. A chance to be away from your regular job for six months to two years. It could be accomplished by rotational assignments within an office, directorate, another government agency or to private industry. External training is another avenue for rotations. The objective may be to update a scientific competence or enlarge a perspective through another discipline. Attendance at another government school such as the Army War College would serve more than one goal.

5. Senior Phase

There are no time limits to this phase; it is when you arrive at the higher positions. In most cases it would not be before 25 years service. Here the training would be "think tank" or managerial in nature.



6. Departure Phase

As one of the newer Agencies in government, we have no appreciable experience in retirement or selection out training. The present shortage of money precludes much activity in this area. However you may wish to think in terms of training for "reduced responsibility" positions, retooling for another government agency or orientation toward retirement activities.

D. General to Specific

Start by selecting those courses which most of your employees use and see how they fit your functional groups. It should show which of them generally apply to all of your activities and which are specific to particular assignments. It may also help identify those areas which have had little or no coverage and those areas that have been glutted. As a measure, general courses are more often "long-range development" in nature than specific courses. Language is an exception; it cuts across Agency, directorate, office, branch, section down to the specific job.

E. Mobility

Even the most successful plans become obsolete. Therefore alterations to a given profile or employee mobility to another plan should be expected. As an example, acceptance into the Career Training Program would automatically change the employee to another training profile, as would promotion from a clerical to professional status.

VI. Prototype Models

The following four prototype models are not actual plans submitted by the concerned offices. But, are only illustrations to show how a model could be used for a large or small group. The "Personnel Officer, General" model could apply to this functional group anywhere in the Agency. The "Reports Officer" would of course, be for only the Clandestine Service.

STATSPEC The  for the office only and finally, the "Physical Scientist" would be limited to the discipline within the office. The asterisk, used in the "Developmental Training" Column, denotes a course which does not exist or is no longer taught. Hopefully, experience with "Developmental Objectives" and "Developmental Training" will give us a better view of our needs.

TRAINING PROFILE FOR: Personnel Officer, General

CODE NO: \_\_\_\_\_

2. PHASE: <u>Initial</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	<ol style="list-style-type: none"> <li>1. A basic understanding of CIA's relationships within the Intelligence Community.</li> <li>2. A knowledge of the organization of CIA including missions and functions of each office.</li> <li>3. An introduction to the personnel practices in CIA and how this differs from "non excepted agencies"</li> <li>4. A familiarization with the role of a Personnel Officer in CIA</li> <li>5. An orientation to missions and functions of the office of initial assignment.</li> </ol>	<p>OTR</p> <p>OTR</p> <p>OP</p> <p>OP</p> <p>Component</p>	<p>"Intelligence in World Affairs"</p> <p>"Intelligence in World Affairs"</p> <p>*"Personnel Orientation"</p> <p>*"Personnel Orientation"</p> <p>On-the-job orientation</p>	<p>OTR</p> <p>OTR</p> <p>OP</p> <p>OP</p> <p>Component</p>

TRAINING PROFILE FOR: Physical Scientist

CODE NO: \_\_\_\_\_

2. PHASE: <u>Senior</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	1. Advanced Management Training  2. Orientation towards retirement, career evaluation, and options	OTR  OP	"Executive Development Program," Cornell University  *"A Second Career"	External  OP

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Personnel Officer, General

CODE NO: \_\_\_\_\_

2. PHASE: <u>Adjustment</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	1. Interviewing and counseling techniques	OTR	"Personnel Interviewing and Counseling: A Basic Course"	CSC
	2. How to interpret results of psychological assessments	OTR	"Personnel Assessment and Selection"	CSC
	3. Update on Personnel Administration	OP	*"Seminar in Personnel Administration"	OP
	4. Supervisor training	OTR	"Fundamentals of Supervision and Management"	OTR
			"Personnel Management for Personnel Specialist"	CSC
			"Public Personnel Administration"	GW Univ.
	5. Job classification	OP	"Position Management Orientation Course"	OP
	6. Effective writing if deemed appropriate	OTR	"Effective Writing Workshop"	OTR
	7. Effective reading if deemed appropriate	OTR	"Reading Improvement" Time-Life video speed reading system	OTR
	8. Effective briefing if deemed appropriate	OTR	*"Effective Briefing Workshop"	OTR
	9. Update on CIA and Intelligence Community	OTR	"CIA Today and Tomorrow"	OTR
	10. Area training tailored to job orientation	OTR	*"Area Orientation to (name of country)" probably 2 days duration	OTR

TRAINING PROFILE FOR: Personnel Officer, General

CODE NO: \_\_\_\_\_

2. PHASE: <u>Middle</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	1. Middle management programs	OTR	"Middle Management Institute"	CSC
		OTR	* Middle Management Course (GS 11-13)	OTR
		OTR	Executive Seminar at Kings Point or Oak Ridge	CSC
	2. Executive development programs when deemed appropriate	OTR	"Midcareer Course"	OTR
		OTR	"Executive Management Program"	Penn State Univ.
	3. Current personnel practices	OP	"Skills Development Course"	OP
	4. Area training tailored to job orientation	OTR	**"Area Orientation to (name of general area)" probably 3 days duration	OTR
	5. Update on CIA and Intelligence Community	OTR	"CIA Today and Tomorrow	OTR

TRAINING PROFILE FOR: Personnel Officer, General

CODE NO: \_\_\_\_\_

2. PHASE: <u>Sabbatical</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	1. Executive development programs when deemed appropriate	OTR	"Advanced Management Program"	Harvard Univ.
		OTR	Senior service schools	external
	2. Update on CIA and Intelligence Community	OTR	Advanced Intelligence Seminar	OTR
	3. Extensive external training for broadening horizons and job rotations	OTR	"Education for Public Management" CSC at various participating universities	external
	4. Academic course for rounding out degrees or study in related fields to Personnel Administration	OTR	Local universities for part-time or one year out of town	external
	5. Although not as student but actively participate as an instructor by giving lectures in both OP and OTR courses. In this connection some training aids seminar	OTR	"Instructors Training Workshop"	OTR

TRAINING PROFILE FOR: Personnel Officer, General

CODE NO: \_\_\_\_\_

2. PHASE: <u>Senior</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	1. Management updating	OTR	"Residential Program in Executive Education," Federal Executive Institute	external
	2. Think tank type seminars for short rotation from job when deemed appropriate	OTR	"Advanced Management Program"	Harvard Univ



TRAINING PROFILE FOR: Personnel Officer, General

CODE NO: \_\_\_\_\_

2. PHASE: <u>Departure</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	1. Adjustment to retirement plans 2. Skills training if changing to less responsible or demanding job	OP OTR	"Retirement Seminar" On the job component briefings or external training	OP Component or external

TRAINING PROFILE FOR: Reports Officer

CODE NO: \_\_\_\_\_

2. PHASE: <u>Initial</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	1. Orientation to the Intelligence Community and CIA's relationship to the Community	OTR	"Intelligence in World Affairs"	OTR
	2. Organization of CIA - missions and functions of each office	OTR	"Intelligence in World Affairs"	OTR
	3. An in depth orientation to the collection and production offices of the Agency	OTR	*"Intelligence Research and Techniques Course"	OTR
	4. Basic operations procedures and philosophy	OTR	*"Introduction to Operations" ( 6 weeks)	OTR
	5. Effective writing if deemed appropriate	OTR	*"Writing Workshop" tailored to DDO needs	OTR
	6. Intelligence Analysis as it relates to reports writing	OTR	"Intelligence Writing Workshop"	OTR
	7. Area familiarization - specific work assignment and that same general area of world	OTR	"Eastern Europe and USSR"	FSI
		OTR	Part-time academic courses at local universities	external
	8. Intensive training in a world language if not recruited with the proficiency	OTR	Language Learning Center, full-time instruction	OTR
	9. Part-time training in the language of his job orientation	OTR	Language Learning Center or external at local universities	OTR/ external

TRAINING PROFILE FOR: Reports Officer

CODE NO: \_\_\_\_\_

2. PHASE Adjustment CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	<ol style="list-style-type: none"> <li>1. Preparation for a rotation to case officer assignment, full time or part-time</li> <li>2. World language brought to advanced levels</li> <li>3. Specific language of work assignment brought to good reading level</li> <li>4. Update on CIA and Intelligence Community</li> <li>5. Effective writing if deemed appropriate</li> <li>6. Effective briefing if deemed appropriate</li> </ol>	<ol style="list-style-type: none"> <li>OTR</li> <li>OTR</li> <li>OTR</li> <li>OTR</li> <li>OTR</li> <li>OTR</li> </ol>	<ol style="list-style-type: none"> <li>*"Introduction to Operations" ( 6 weeks)</li> <li>Language Learning Center or Foreign Service Institute</li> <li>Language Learning Center, part-time reading instruction</li> <li>"CIA Today and Tomorrow"</li> <li>"Effective Writing Workshop"</li> <li>*"Effective Briefing Workshop"</li> </ol>	<ol style="list-style-type: none"> <li>OTR</li> <li>OTR</li> <li>OTR</li> <li>OTR</li> <li>OTR</li> <li>OTR</li> </ol>

TRAINING PROFILE FOR: Reports Officer

CODE NO: \_\_\_\_\_

2. PHASE: <u>Middle</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	<ol style="list-style-type: none"> <li>1. Executive development programs when deemed appropriate</li> <li>2. Preparation for rotation assignment to DDI or the Department of State for 3-6 months</li> <li>3. Preparation for rotation to a country desk in OCI. This should include area studies in some depth</li> <li>4. Update language skills</li> <li>5. Update operational skills</li> <li>6. Management training</li> <li>7. Reinforce interest in area studies and political science through academic courses part time</li> </ol>	<p>OTR</p> <p>OTR</p> <p>OTR</p> <p>OTR</p> <p>OTR</p> <p>OTR</p> <p>OTR</p>	<p>"Midcareer Course"</p> <p>"Intelligence Writing Technique Course"</p> <p>*"Area Seminar - (name of country)"</p> <p>Language Learning Center, part time</p> <p>*"Operations Seminar - (name of area)"</p> <p>*"Middle Management Counsel (GS 11-13)"</p> <p>"International Relations of Africa"</p>	<p>OTR</p> <p>OTR</p> <p>OTR</p> <p>OTR</p> <p>OTR</p> <p>OTR</p> <p>American Univ.</p>

TRAINING PROFILE FOR: Reports Officer

CODE NO: \_\_\_\_\_

2. PHASE: <u>Sabbatical</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	1. Update on CIA and Intelligence Community	OTR	"CIA Today and Tomorrow"	OTR
	2. Preparation for rotational assignment to broaden perspective - one year to a DDI office, other government agency or university for an advanced degree	OTR	*"Representational Seminar" for employees going to assignments where they officially represent the Agency	OTR
			Master's degree, School of International Service	American Univ.
	3. Update language skills	OTR	Language Learning Center, part time	OTR
	4. Reappraisal orientation possibly towards retirement preparations	OP	*"A Second Career"	OP
	5. Liberal approval of time for personal counseling possibly on investments and savings	OP	*"Preparation for the Future"	OP

TRAINING PROFILE FOR: Reports Officer

CODE NO: \_\_\_\_\_

2. PHASE: <u>Senior</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	1. Management updating	OTR	"Advanced Management Program"	OTR
	2. Update language skills	OTR	Language Learning Center, part time	OTR
	3. Update Agency and Intelligence Community	OTR	"CIA Today and Tomorrow"	OTR

TRAINING PROFILE FOR: Reports Officer

CODE NO: \_\_\_\_\_

2. PHASE: <u>Departure</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	Retirement programs	OP	"Retirement Seminar"	OP

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TRAINING PROFILE FOR: Physical Scientist

CODE NO: \_\_\_\_\_

2. PHASE: <u>Initial</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	1. Orientation to the Intelligence Community and CIA's relationship to the Community	OTR	"Intelligence in World Affairs"	OTR
	2. Organizations CIA - missions and functions of each office	OTR	"Intelligence in World Affairs"	OTR
	3. Sources of raw intelligence information and taskings within the Intelligence Community	OTR	*"Orientation to Collection and Production within the Intelligence Community"	External
	4. An orientation to missions and functions of the office of initial assignment	Component	On-the-job orientation	Component
	5. Training related to office projects for increasing knowledge or for credits towards advanced degrees	OTR	"Lasers," Information Scope, Inc.	External
		OTR	Part-time academic courses in technical subjects at local university	External
		OTR	DoD Orientation Courses i.e. "Nuclear Weapons Orientations"	External

TRAINING PROFILE FOR: Physical Scientist

CODE NO: \_\_\_\_\_

2. PHASE: <u>Adjustment</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	1. Language training related to work  2. Rotations to other government agencies and industrial laboratories for work sessions  3. Area training related to work assignment  4. Intelligence analysis and report writing coordinated with their first in depth research paper assigned by their office  5. Training related to office projects  6. Orientation to the Collection and Processing within the Intelligence Community tailored to office operations  7. Technical training type orientation (not on-the-job work sessions) to private industry and other government agencies	OTR  Component  OTR  OTR  OTR  OTR  OTR	Language Learning Center (possibly Russian)  "People's Republic of China" area study  *"Tailored Counseling Writing Workshop" part time  Department of Defense weapons orientation courses (Vandenberg, Kirkland, etc.)  NSA Courses  *"Intelligence Research Techniques Courses"  Two months orientation to Dupont plant or similar industrial facility as applicable	OTR  External  FSI  OTR  External  External  OTR  Component/ External

TRAINING PROFILE FOR: Physical Scientist

CODE NO: \_\_\_\_\_

2. PHASE: <u>Middle</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	1. Executive development programs when deemed appropriate	OTR	"Midcareer Course"	OTR
	2. Update on CIA and Intelligence Community	OTR	"CIA Today and Tomorrow"	OTR
	3. The DDS&T career development program when deemed appropriate	Component	"The DDS&T Career Development Course"	DDS&T
	4. Work toward completion of advanced degree	OTR	Part-time academic studies at local university	External
	5. Preparation for short rotation assignments to various components in DDI and DDO	OTR	Appropriate Kings Point executive seminar	CSC
	6. Broadening perspective out of narrow specialty into area of overall intelligence officer	OTR	Armed Forces Staff College NSA Senior Cryptologic Course DIS Joint Intelligence Management	External
	7. Effective writing if deemed appropriate	OTR	"Intelligence Writing Workshop"	OTR

TRAINING PROFILE FOR: Physical Scientist CODE NO: \_\_\_\_\_

2. PHASE: <u>Sabbatical</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	1. Rotational assignment of at least one year to another government agency, CIA Component or full-time external training	OTR	National War College Industrial College Naval War College	External
		OTR	Advanced Management Program, Harvard University	External
	2. Update on CIA and Intelligence Community	OTR	"CIA Today and Tomorrow"	OTR
	3. Completion of graduate work as applicable	OTR	Full time or part time	External

TRAINING PROFILE FOR: Physical Scientist

CODE NO: \_\_\_\_\_

2. PHASE: <u>Departure</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	<ul style="list-style-type: none"> <li>1. Retirement programs</li> <li>2. Personal assessment and options including individual counseling</li> </ul>	<ul style="list-style-type: none"> <li>OP</li> <li>OP</li> </ul>	<ul style="list-style-type: none"> <li>"Retirement Seminar"</li> <li>*"Preparation for the Future"</li> </ul>	<ul style="list-style-type: none"> <li>OP</li> <li>OP</li> </ul>

VII. Procedures

A. Training Profiles

1. Identify a specific Training Profile for each functional group.
2. Define developmental objectives
3. Select developmental training with the assistance of OTR.
4. Forward preliminary Training Profiles to OTR.
5. Forward corrected Training Profiles to OTR when updating is appropriate.

B. Training Requests

1. Give reasons for training on the Request for Training. (Form 73 or 136)
2. Identify when possible, that the training is relevant to a specific Training Profile.

VIII. Action Plan

A. Prepare Guidelines for Training Profiles

Completed 5 April 1974

B. Develop Prototype Models

Completed 5 April 1974

C. Briefings

1 - 31 May 1974

D. Collection from Directorates

1 May - 28 June 1974

E. Review Training Record Against Returns

1 May - 28 June 1974

F. Analyze Profiles

1 - 31 July 1974

G. Revised Format for Training Profiles

1 - 30 August 1974

H. Develop Revised Training Profiles

1 - 30 August 1974

I. Coordinate Training Profiles

3 - 30 September 1974

J. Review and Update Training Profiles

1 October 1974 - 30 June 1975